



## **JOB DESCRIPTION**

Title: **LIBRARY SERVICES AIDE I**  
Department: Library  
Class Code: 6895  
FLSA Status: Non-Exempt  
Effective Date: November 1989 (Rev. 07/2006)  
Grade Number: 4

### **GENERAL PURPOSE**

Under direction and supervision of senior staff this position is cross trained to perform a wide variety of routine circulation, and processing procedures. This is a non benefitted, part time position which will be scheduled no more than 27 hours per week for up to 50 weeks per year.

### **EXAMPLE OF DUTIES**

- \*-- Actively greets and welcomes patrons to their library.
- \*-- Provides public service at the Circulation Desk with assistance and supervision available at all times.
- \*-- Provides technical service by processing library materials including the installation of security devices, identification markings, bar codes, labels, covers, and protective cases.
- \*-- Performs basic check-in and check-out duties, including holds, traces, renewals, and the receipt of payments for fines and other fees.
- \*-- Performs simple patron account maintenance using the library Integrated Library System (ILS), including initial application and registration updates.
- Assists patrons with simple library catalog searches and shelf location searches.
- Assists patrons with the use of public access computers and simple online resources and services.
- Refers patrons to a librarian or other supervisory staff for additional information.
- Assists in the orderly arrangement of library materials and the general cleanliness of public service spaces.

- Informs patrons about general library policies and specific circulation procedures.
- Assists with tours, programs, displays, exhibits, and the operation of equipment.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Six months of library or similar public service experience which demonstrates the required knowledge and abilities, or an equivalent combination of education and experience.

### Necessary Knowledge, Skills and Abilities

- Knowledge of English, spelling, and basic math.
- Knowledge of simple alpha and numeric filing order.
- Knowledge of general library procedures and terms.
- Skill in interpersonal communication necessary to explain library procedures and policies.
- Ability to learn ILS software functions and hardware equipment operations for simple and repetitive tasks.
- Ability to follow written and oral instruction.
- Ability to stand for extended periods of time.

## **TOOLS & EQUIPMENT USED**

- Library computer system; calculator; copy and fax machine; phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.